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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management DATE: 28 October 1948

FROM : Chief, Services Branch

SUBJECT: Proposed Administration and Management Operating Procedure Number 3
(Services Branch)

1. Attached is proposed Administration and Management Operating Procedure Number 3 (Services Branch) containing procedures and instructions for the procurement of minor items of supply and equipment required by EIB

25X1A

2. As indicated on the last page of the proposed memorandum, the procedure has the concurrence of the activities concerned.

25X1A9a

Att: 1

Proposed A&M Operating
Procedure Number 3 (Services Branch)

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